Under Appendix C
Procedures

(Revised 5/04/06)

All other sections remain the same

3.5 RWS PLAN SUBMITTAL PROCEDURE

A. **Purpose**

Whenever infrastructure is constructed, replaced or enhanced that is or will become property of the City upon completion and acceptance, the developer must submit construction plans for review and approval by the Public Works Engineering Division.

A. **General Requirements**

1. All construction must adhere to the City of Lynchburg's Manual of Specifications and Standard Details, latest revision.
2. Eight (8) copies of RWS plans shall be submitted to the Office of the City Engineer at the following address:

   City Engineer
   City Hall
   2nd Floor; Engineering Division
   900 Church Street
   Lynchburg, VA 24504

3. Submittal of RWS plans must be separate from TRC submittal. TRC submittals will not be accepted as full RWS plans.
4. All plans shall be prepared under the supervision of a licensed professional engineer and shall meet expected and accepted levels of engineering design. All plans submitted shall be complete and in accordance with acceptable standards of design and drafting. All incomplete or non-conforming plans will not be reviewed and will be returned via regular mail to the submitter.
5. A bond in the amount of the total construction costs (to guarantee the correction of all defects in such facilities, utilities or streets) shall be required on developments and projects which include construction, replacement or enhancement of public infrastructure (water, sewer, storm drainage and roads). The bond shall remain in effect for the duration of the warranty period. Bonds for residential subdivisions shall also meet the requirements of Chapter 24, Subdivisions, of the City Code.

B. **Specific Requirements**

The following attached checklist must be completed and submitted with the plans.

RWS PLAN SUBMITTAL CHECKLIST

1. _____Show drawing graphic scale.
2. _____All appropriate drawings shall have a north arrow.
3. _____Cover sheet shall have a vicinity map showing project location
4. _____Cover Sheet shall have index of drawings and a note to contact City Construction Coordinator and Miss Utility 48 hours in advance of any construction activity.
5. _____Cover Sheet shall have some variation of the following note: "All construction shall be performed in accordance with City Of Lynchburg Specifications and Standard Details."
6. _____Show and label all adjoining and adjacent property lines.
7. _____Show and label all adjoining and adjacent R-O-W lines.
8. _____Label all streets shown on drawings.
9. _____Label all adjoining property owners.
10. _____Show and label all proposed and existing city easements.
11. _____Show all adjoining property addresses or Tax Map No.s and City/county boundaries (if applicable).
12. _____Show and label all benchmarks and monuments.
13. _____Show 100-yr flood elevation.
14. _____Text and drawings shall be of appropriate scale for legibility and accurate depiction of piping locations and arrangements. (No 25 scale allowed)
15. _____All drawings shall be 24-inch by 36-inch (size D drawings). Oversize drawings will not be accepted.
16. _____City project number shall be displayed on all sheets.
17. _____Signature line for City Engineer shall be incorporated on all RWS plan and profile and detail sheets.
18. _____Signature line for Utilities Engineer shall be incorporated on all water and sewer plan and profile and detail sheets.
19. _____Show water meter locations and sizes.
20. _____Show on profile, water line pressure information, i.e. static pressure and test pressure.
21. _____Show and label information regarding water line tie-in, e.g. wet tap, tee, etc.
22. _____Label diameter of Water/Sewer/Storm lines – existing and proposed.
23. _____Label length of proposed Water/Sewer/Storm lines.
24. _____Label pipe material of Water/Sewer/Storm lines – existing and proposed.
25. _____Label all sewer manhole frame & covers as waterproof or standard.
26. _____Label slope of Sewer/Storm lines.
27. _____Show and label depth of water lines.
28. _____Show flow arrows on sewer lines.
29. _____Show all clean out locations.
30. _____Show horizontal control – bearings on lines/ coordinates on manholes.
31. _____Label angles on lines in and out of manholes.

32. _____Show and detail all misc. storm appurtenances, e.g. headwalls, endwalls, retaining walls, flared end sections, and outlet protection.
33. _____Show structure elevations and information for Storm and Sewer structures
    - _____All invert ins, labeled with line size
    - _____Invert out, labeled with line size
    - _____Drop connection information
    - _____Top/Rim elevation
    - _____Structure numbers and stationing
34. _____Label all water line appurtenances including fire hydrants, air release valves, bends, fittings, restraints, etc. complete with stationing.
35. _____Submit plan and profile sheets for all proposed public water, sewer, and storm lines.
36. _____Show all ditch and stream crossings on plans and profiles.
37. _____Show all miscellaneous requirements for utility lines, e.g. slope anchors, thrust collars, encasements, etc.
38. _____Show and label all utility crossings.
39. _____Show any associated necessary abandonment of existing utilities.
40. _____Submit plan and profile sheets for all proposed roads and road improvements. Show driveway profiles.
41. _____Show all proposed curb and gutter and sidewalk.
42. _____Label road grades in profiles.
43. _____Submit cross sections for all proposed roads and road improvements.
44. _____Show road horizontal and vertical curve data.
45. _____Show sight distance for new roadways or driveways.
46. _____Submit pavement marking plans, when applicable.
47. _____Submit separate traffic signal plans, when applicable.
48. _____Submit calculations for Water, Sewer, Storm, Roadway, E&S, etc. (See Water & Sewer Design Section of this Manual) ***- 3 copies***
49. _____Submit completed checklist.
50. _____***Submit fire flow calculations. – 3 copies***